



Lewis County Employment Opportunity

Division: **Financial Services** | Position: **Payroll & Benefits Specialist**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Salary Range: **Grade 21: \$4,108 - \$5,524/mo.**

Posting Opens: **04/24/2020 – Open until filled**

First Review: **05/01/2020 at 4:00 p.m.**

DEPARTMENT / OFFICE

Auditor's Office/Financial Services Division
351 NW North St
PO Box 29
Chehalis, WA 98532

POSITION SUMMARY

Under limited supervision, performs technical payroll accounting functions, administers employee benefits programs and ACA reporting, generates technical payroll reports for government agencies; tracks and updates employee information for taxes and benefit deductions, wage assignments, retirement, and other payments; maintains technical and accounting records for the County; researches, reconciles and assures the accuracy of the ledgers and accounts.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs.

Application packets may be requested by calling 360 740-1339.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

MINIMUM REQUIREMENTS

- Associate's Degree in Accounting, Business Administration, or a closely related field; AND three (3) year's payroll, accounts payable & receivable, or claims accounting experience. Government accounting experience is preferred.
- A valid Driver's License is required.
- May be required to pass a thorough background investigation.
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.